

ImmTrac2 Texas Immunization Registry

Schools Training: View Only Users

ImmTrac2 Schools Training



Texas Department of State Health Services

Welcome

08/23/2017



Webinar Details

- 1. All attendees are muted.
- 2. Type your questions in the webinar panel at any time.
- 3.Q & A will conclude the presentation.



Resources

- DSHS website: <u>www.immunizetexas.com</u>
 - Click ImmTrac Registry & go to ImmTrac2 webpage
- Health Service Regions & Local Health Depts.
 - Staff are trained to provide support
- ImmTrac Customer Support
 - Email: <u>ImmTrac2@dshs.texas.gov</u>
 - Phone: 1-800-348-9158



System Requirements

Reliable Internet access:High-speed connection preferredMinimum software requirements:

- Microsoft[®] Internet Explorer, version 11.0 or higher, and Microsoft Edge
- Windows[®] 7, 8, or 10
- Acrobat Reader[®] 6.0 or higher

NOTE: Confirm that your IT network and security settings allow secure access to: https://Immtrac.dshs.texas.gov



Texas Immunization Information System (1 of 2)

- Confidential web-based information system
- Provides consolidated immunization information for children & adults
- An opt-in system specific to residents of the state of Texas



Texas Immunization Information System (2 of 2)

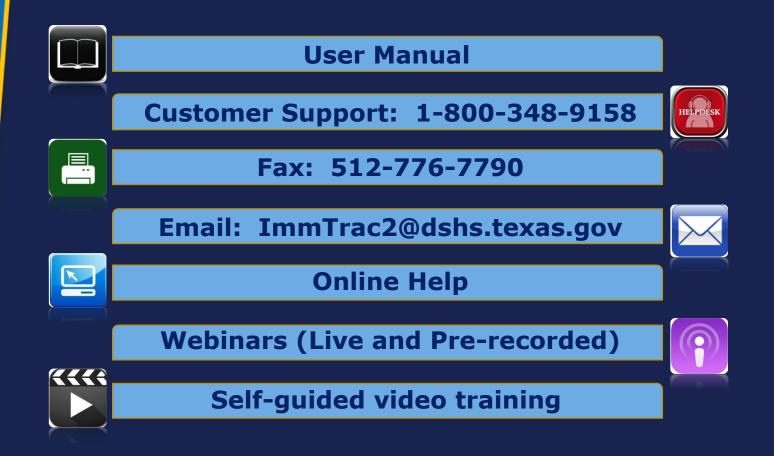
Allows schools and daycares to:

- View immunizations
- Forecast vaccines due
- Print official immunization records
- Reset own password for access



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Help Resources





Purpose

This presentation provides a review for school-based View Only users on how to:

- Log in & reset your password
- View student immunization records
- Print the Official Immunization Record
- Create lists of students
- Access Texas school-compliance schedules

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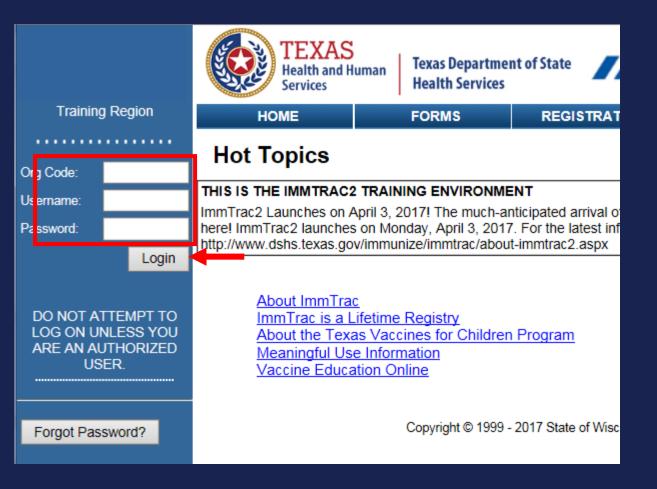
Logging In (1 of 3)

- Users are assigned ONE user account.
- The user account can access one or many provider locations, or Organizations.
- Users must have three codes to log in:
 - Org Code
 - Username
 - Password



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Logging In (2 of 3)



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Logging In (3 of 3)

- The Confidentiality Statement displays.
- Click the "I Agree" button to access ImmTrac2.

Department of State Health Services	Confidentiality Statement						
ng Region							
elcome CoTrainer	I understand and agree that information entered into and contained in ImmTrac2 is confidential. I agree that I will use the information in ImmTrac2 only for the purpose for which it is intended. I acknowledge that the unauthorized disclosure of personal, identifiable information is strictly prohibited.						
	Immunization records may only be released to:						
	 the individual or the individual's legally authorized representative a public health district a local health department a physician to the individual a school or child care facility in which the individual is enrolled a state agency having legal custody of the individual 						
	I verify that I am an authorized ImmTrac2 user.						
	I agree not to share any information that is accessible through ImmTrac2 without proper authorization.						
	I acknowledge that unauthorized discussion or release of the information from ImmTrac2 will expose me to civil and criminal liability under the provisions of Texas Government Code §552.352, Texas Health and Safety Code §591.022; Title 5, United States Code §552a(1); and Title 42, code of Federal Regulations, Part 2.						
	I agree at the end of each ImmTrac2 session, I will log out of the ImmTrac2 application and close my Internet browser.						
	By agreeing, I certify I have read, understood and agreed to the above statements.						
	I Do Not Agree						
	Copyright © 1999 - 2017 State of Wisconsin. All rights reserved.						

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Log In Issues (1 of 5)

Incorrect information prompts a validation error message to display.

FORM VALIDATION ERROR(S)

Validation Errors

The Org Code, Username and Password combination is invalid.

Ok



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Log In Issues (2 of 5)

After three unsuccessful attempts, users are redirected to the password recall screen.

DO NOT ATTEMPT TO LOG ON UNLESS YOU ARE AN AUTHORIZED USER.	Login attempt was unsuccessful. If you remember your Org Code, Username, and Password associated with your user account and wish to continue to attempt to login to ImmTrac2, re-enter the required account information and characters displayed, then click Submit. Otherwise, click the Forgot Password button to reset your password.
Forgot Password?	Org Code:
Forgot Password?	Username:
	*Enter the characters exactly as displayed
	* Required field



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Log In Issues (3 of 5)

Users have three more opportunities to log in with the CAPTCHA image.

DO NOT ATTEMPT TO LOG ON UNLESS YOU ARE AN AUTHORIZED USER.	Login attempt was unsuccessful. If you remember your Org Code, Username, and Password associated with your user account and wish to continue to attempt to login to ImmTrac2, re-enter the required account information and characters displayed, then click Submit. Otherwise, click the Forgot Password button to reset your password.
Forgot Password?	Org Code:
	Username:
	* Password
	*Enter the characters exactly as displayed
	PTCHA nage * Required field Submit



Log In Issues (4 of 5)

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After three more unsuccessful attempts, the reset password screen displays.

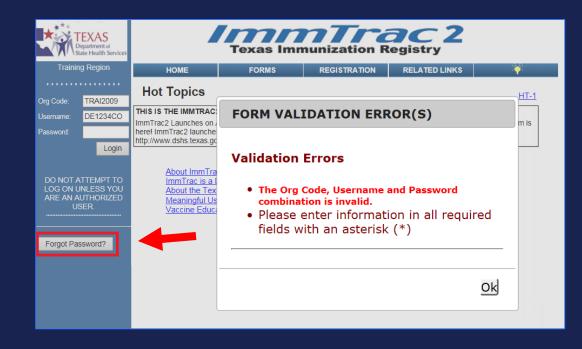
HOME	FORMS	REGISTRATION	RELATED LINKS	¥				
User Information								
To reset your passwo associated with your In		org Code, Username, and lick Submit.	Email address					
*	^r Org Code:							
*	Username:							
* Ema	ail address:							
	* Required fi	eld						
	Submit							
If you have any questions or do not receive an email with the password reset link, please contact ImmTrac2 Customer Support at 1-800-348-9158 or at <u>ImmTrac2@dshs.texas.gov</u> .								



Log In Issues (5 of 5)

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Click the Forgot Password button at any time to display the reset password screen.



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Password Reset

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Password Reset (1 of 6)

Enter your Org code, username, and the email address on file for your user account.

		HOME	FC	ORMS	RELATED	RELATED LINKS							
Org Code: Username:		User Information											
Password:	Login	To reset your passy associated with your	To reset your password, please enter your Org Code, Username, and Email address ssociated with your ImmTrac2 account and click Submit.										
	TTEMPT TO NLESS YOU	Г	* Org Code:	TRAI1110									
ARE AN AL US	JTHORIZED ER.		* Username:	DE8974CO									
		*E	imail address:	DeliaCoTrain	er@TheTrainingClinic.cor	m							
Forgot Pas	sword?			* Required fie	ld								
				Submit									



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Password Reset (2 of 6)

You'll receive a password reset email that is valid for 24 hours.

Delilah CoTrainer

A request has been submitted to change your ImmTrac2 password. Please follow the link below to reset your password. This link will be available for 24 hours.

https://training-immtrac.dshs.texas.gov/TXTRN/securityNotification.do?id=-281714790561127600

If you did not initiate this request or if you have problems accessing the reset password screen, please contact ImmTrac2 Customer Support at 1-800-348-9158 or at ImmTrac2@dshs.texas.gov



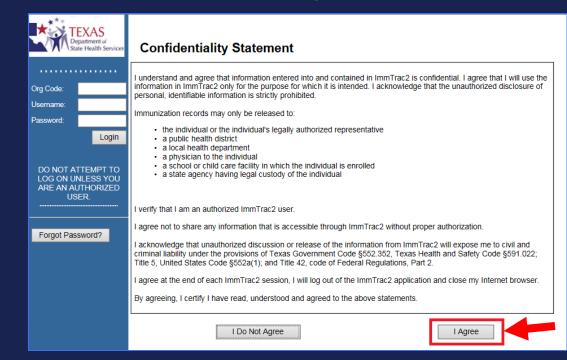


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Password Reset (3 of 6)

Click the email link to access ImmTrac2. NOTE: The Confidentiality Agreement displays first. Click "I Agree".



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Password Reset (4 of 6)

- Enter the password twice to save.
- Follow the password requirements.

gion	HOME	FORMS	REGISTRA	TION	RELATED LINKS			
ie ainer	organization	Training Clinic • user	Delia CoTrair	ner • role	Full Access Provide	ers no/DE		
	Change Password							
zations								
ccount Account assword					_	Save		
	User	Delia CoTrainer	_			Cancel		
	Username	de8974co	r					
	Org Code	TRAI1031		Must be be	Requirements: tween 8 and 16 characters			
	* New Password			Must be between of and to characters Must have at least one of each of the following: Upper case letter Lower case letter				
	* Confirm New Password			Numeric va Special ch At least 4 (t from previous		
		* Required field		password No dictionary words including slang Cannot reuse last 6 passwords				

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Password Reset (5 of 6)

When you successfully update a password, see the red message **Password Updated**

Training Region	HOME	FORMS	REGISTRATION	RELATED LINKS	÷					
Welcome Delia CoTrainer	organiz	ation Texas DSHS •	user Delia CoTrainer	role Full Access St	ate					
Logout	Change Password									
Applications Switch Organizations				** Pass	word Updated **					
Manage My Account Edit My User Account Change My Password					Save					
Ŭ,	User	Delia CoTrainer			Cancel					
	Username	de8974co								
	Org Code	DSHS	Must be b	Password Requirements: Must be between 8 and 16 characters Must have at least one of each of the following: Upper case letter Lower case letter Numeric value Special character At least 4 characters must be different from previous password No dictionary words including slang Cannot reuse last 6 passwords						
	* New Password		Upper cas							
	* Confirm New Password		Special cl							
		* Required field	password No dictior							
	If you have any questions regarding resetting your password, please contact ImmTrac2 Customer Support a 348-9158 or at ImmTrac2@dshs.texas.gov.									

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Password Reset (6 of 6)

Click "Switch Organizations" to leave the screen.

Training Region	HOME	FORMS	REGISTRATION	RELATED LINKS	÷					
Welcome Delia CoTrainer	organiz	ation Texas DSHS •	user Delia CoTrainer	role Full Access Sta	ate					
Logout	Change Password									
Applications Switch Organizations				** Pass	word Updated **					
Manage My Account Edit My User Account Change My Password					Save					
	User	Delia CoTrainer			Cancel					
	Username	de8974co								
	Org Code	DSHS	Must be b	Password Requirements: Must be between 8 and 16 characters						
	* New Password		Upper ca	Must have at least one of each of the following: Upper case letter Lower case letter Numeric value Special character At least 4 characters must be different from previous password No dictionary words including slang Cannot reuse last 6 passwords						
	* Confirm New Password		Special c							
		* Required field	password No diction							
	If you have any questions regarding resetting your password, please contact ImmTrac2 Customer Support at 1-800- 348-9158 or at ImmTrac2@dshs.texas.gov. Copyright © 1999 - 2017 State of Wisconsin. All rights reserved.									

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Basic Access

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Manage Access Portal View

- After log-in, users assigned to more than one organization see the Portal view.
- Select the ImmTrac2 button for your organization to access the Application view.

Training Region	HOME	FORMS	REGISTRATION	RELATED LINKS						
Welcome Delia CoTrainer	organization FE	ATHER ISD • user	Delia CoTrainer • role	View Only Non-Provi	ders no/DE					
Logout	ImmTrac2 Manage Acce	SS FEATHER ISD								
Applications Switch Organizations	Imm racz Manage Acce	ss Texas DSHS								
Manage My Account Edit My User Account Change My Password	Copyright © 1999 - 2017 State of Wisconsin. All rights reserved.									



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Application View (1 of 2)

After login, users assigned to only ONE organization see the Application home page.

ImmTrac2	home registration/renewal manage access/account forms related links logout contact us
Texas Immunization Registry	organization FEATHER ISD • user Delia CoTrainer • role View Only Non-Providers no/DE
Training Region 4.0.0	
•••••	announcements
Immunizations view client imm report Schools manage list	03/04/2014 ~ New Procedure Starting March 17
find student check school report	release notes:
Admin Support manufacturer listing trade name listing vaccine group listing vaccine listing	NEW. 07/31/2017 ~ <u>Release Version 3.3.0</u> <i>Release 3.3.0</i> .

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Application View (2 of 2)



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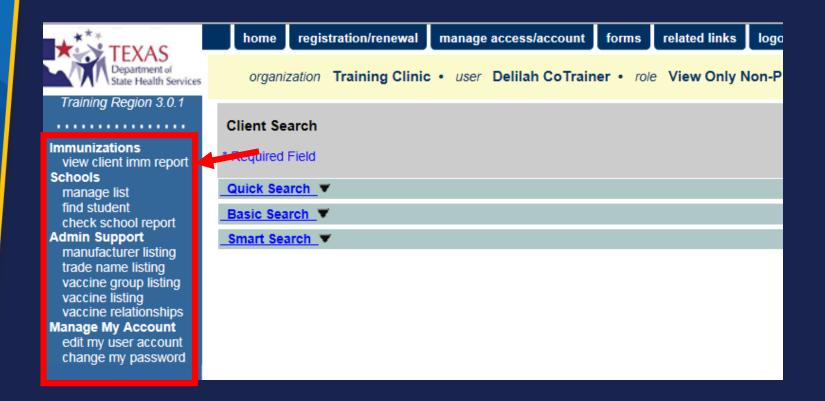
View Student Immunizations

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Menu Panel Option





Client Search

- Perform a Client Search using one of the following:
 - Quick Search
 - Basic Search
 - Smart Search
- If an exact match is found, the client's immunization record will display.
- If multiple matches are found, select from the list of possible matches.



Client Immunizations (1 of 2)

The screen has three sections:

- Client Information
- Immunization Record
- Vaccines Recommended by Selected Tracking Schedule



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Client Immunizations (2 of 2)

••••	Client Information					Official Immunization Record Reports Cancel							
report	Client Name (First - DEB ORANGE	MI - Las	it)		DOB 01/01/201		Gender F	Trackin /	g Sch ACIP	nedule	Trai	Client ID Clinic-DOr	
port	Provider (PCP)	Not on	file										
	School	Not on	file										
sting ng	Comments 03/01/2014 ~ Allergy to egg ingestion (anaphylactic)												
sting	Current Age: 3 years, 2 months, 19 days												
ships	Immunization Reco												
count	Vaccine Group	Date A	dmin	Series	Vaccine	ITrad	e Nam	el De	ose	Owned?	React	ion Hist	? Disaster
sword	DTP/aP	03/01/2		1 of 5	DTaP-Hep				Full	No			
	Dirivar	06/01/2		2 of 5	DTaP-Hep	•	•		Full	No			
	НерВ	01/01/2		1 of 4	HepB, I					No		Yes	
		03/01/2	2014	2 of 4	DTaP-Hepl	B-IPV [Pediari	x®] F	ull	No			
		06/01/2	2014	3 of 4	DTaP-Hepl	3-IPV [Pediari	x®] F	Full	No			
	Polio	03/01/2	2014	1 of 4	DTaP-Hep	3-IPV [Pediari	x®] F	ull	<u>No</u>			
		06/01/2	2014	2 of 4	DTaP-Hepl	3-IPV [Pediari	x®] F	Full	No			
	Vaccines Recomm	ended b	y Selec	ted Trac	king Scheo	iule 🦂							
	Vaccine Grou	up	Vac	cine	Earlies	t Date		Reco	mme	nded Da	te	Past D	ue Date
	DTP/aP		DTaP	. NOS	06/29/	2014			08/01	/2014		09/0	1/2014
	HepA		НерА	NOS	01/01/	2015			01/01	/2015		08/0	1/2015
	HepB		НерВ	, NOS	07/27/	2014			07/27	/2014		08/0	1/2015
	<u>Hib</u>		Hib,	NOS	04/01/	2015			04/01	/2015		04/0	1/2015
	Influenza-seas	nl	Flu	NOS				Co	ontra	indicated			
	MMR			MR	01/01/					/2015		05/0	1/2015
	PneumoConjug	<u>ate</u>		V13	02/12/					/2014			1/2014
	Polio			NOS	06/29/					/2014			1/2015
	<u>Varicella</u>		Vari	cella	01/01/	2015			01/01	/2015		05/0	1/2015

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Client Information (1 of 2)

- Personal information, Tracking schedule (ACIP) & Client ID (organization defined)
- Provider & School selections (optional)
- Client Comments

Client Informatio	n		Official	Immunization Record	I Reports	Cancel			
Client Name (First - MI - Last) DO			Gender	Tracking Schedule	Client ID				
DEB ORANGE	01/01/2014	F	ACIP	TraiClinic-DOra2	014				
Provider (PCP)	Not on file								
School	Not on file								
Comments 03/01/2014 ~ Allergy to egg ingestion (anaphylactic)									
Current Age: 3 years, 2 months, 19 days									



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Client Information (2 of 2)

Click buttons to access:

- Official Immunization Record
- Reports
- Cancel (returns to previous screen)

Client Information			Official	Immunization Record	Reports Cancel
Client Name (First - MI - Last)		DOB	Gender	Tracking Schedule	Client ID
DEB ORANGE		01/01/2014	F	ACIP	TraiClinic-DOra2014
Provider (PCP)	Not on file				
School	Not on file				
Comments 03/01/2014 ~ Allergy to egg ingestion (anaphylactic)					
Current Age: 3 years, 2 months, 19 days					



Immunization Record

- Displays a separate row for each vaccine group, whether combo or single vaccine.
- Hyperlinks to display Explanation of Dose Status and organization ownership.

Immunization Record

Vaccine Group	Date Admin	Series	Vaccine [Trade Name]	Dose	Owned?	Reaction	Hist?	Disaster
DTP/aP	03/01/2014	1 of 5	DTaP-HepB-IPV [Pediarix ®]	Full	No			
	06/01/2014	2 of 5	DTaP-HepB-IPV [Pediarix ®]	Full	No			
НерВ	<u>01/01/2014</u>	1 of 4	HepB, NOS [HepB ®]		No		Yes	
	03/01/2014	2 of 4	DTaP-HepB-IPV [Pediarix ®]	Full	No			
	06/01/2014	3 of 4	DTaP-HepB-IPV [Pediarix ®]	Full	No			
Polio	03/01/2014	1 of 4	DTaP-HepB-IPV [Pediarix ®]	Full	No			
	06/01/2014	2 of 4	DTaP-HepB-IPV [Pediarix ®]	Full	No			



Vaccines Recommended

• A dynamic display based on the client's immunization record.

Vaccines Recommended by Selected Tracking Schedule

• Hyperlinks to display explanation of series recommendations.

vaccines recommended by selected fracking schedule							
Vaccine Group	Vaccine	Earliest Date	Recommended Date	Past Due Date			
DTP/aP	DTaP, NOS	06/29/2014	08/01/2014	09/01/2014			
<u>HepA</u>	HepA, NOS	01/01/2015	01/01/2015	08/01/2015			
<u>HepB</u>	HepB, NOS	07/27/2014	07/27/2014	08/01/2015			
<u>Hib</u>	Hib, NOS	04/01/2015	04/01/2015	04/01/2015			
Influenza-seasnl	Flu NOS	Contraindicated					
MMR	MMR	01/01/2015	01/01/2015	05/01/2015			
PneumoConjugate	PCV13	02/12/2014	03/01/2014	04/01/2014			
Polio	Polio, NOS	06/29/2014	08/01/2014	08/01/2015			
<u>Varicella</u>	Varicella	01/01/2015	01/01/2015	05/01/2015			

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Print Official Immunization Record

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Official Record (1 of 3)

Search for a Client, then click Official Immunization Record button.

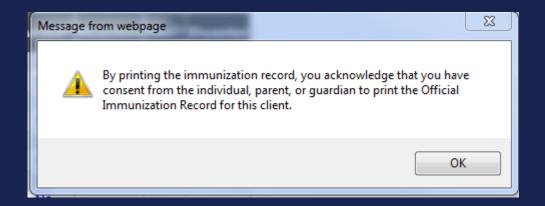
Client Informatio	n		Official	Immunization Record	t	Reports	Cancel	
Client Name (First - MI - Last)		DOB	Gender	Tracking Schedule		Client ID		
DEB ORANGE		01/01/2011	F	ACIP				
Provider (PCP)	Not on file							
School	Not on file							
Comments								
Current Age: 6 yea	Current Age: 6 years, 7 months, 14 days							



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Official Record (2 of 3)

A pop-up message displays, confirming that you have consent of the individual, parent, or guardian. Click OK to proceed.





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Official Record (3 of 3)

The record displays in a new browser tab. You can hover near the bottom of the screen to see print options.

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le Edit Goto Favorites Help 5 🕖 PROD 🔖 ImmT 🗿 UAT 🧔	🖞 TRAL ⊘ ALM 🎉 Tech 🕶	길 IT2 👻 🔛 C	SHS 🧃 Texa 🔞 Texa 🗿 Sear 🌇 Texa 🔞 Immu 🚺	Cali 🛐 Immu	Tabs		
TEXAS DEPARTMENT OF STATE HEALTH SERVICES TEXAS Official Immunization and Disaster-Related Information Record Texas Department				as Department of State lith Services			
ImmTrac ID:	208110668		(Gender:	F		
Client Name (L, F, M):	ORANGE, DEB		[DOB:	01/01/2011		- 1
Client Type:	ImmTrac Child (IC)		(Client Age:	6 years, 7 mont	ths, 14 days	
Schedule:	ACIP		F	Report Date:	08/15/2017		
			IMMUNIZATION HISTORY				_
Any combination vaccines (e.g. DTaP-HepB-IPV, HepB-Hib) administered are listed within each appropriate vaccine family.							
Vaccine Group	Date Admin	Series	Vaccine [Trade Name]	Ma	nufacturer	Lot #	
DTP/aP	03/01/2014	1 of 4	DTaP-HepB-IPV [Pediarix]	SKB-Glaxo	SmithKline	555443	
	06/01/2014	2 of 1		SKB-Glaxo	SmithKline	45678	
	08/01/201/	3 of 4		DMC Sonof	5 Dootour Inc	NH6578	

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Student Lists

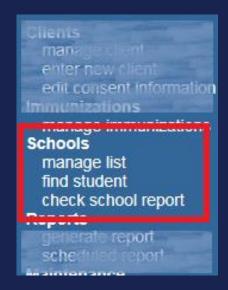
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School Lists Purpose (1 of 2)

The purpose of "Schools" on the menu panel is to organize School clients (students) into groups (lists) to access immunization information of your students.





School Lists Purpose (2 of 2)

You can:

- Create, edit, and delete school lists
- Find students, to add and remove them from a list
- Access pre-configured School List Reports
- Assess students by a Texas school compliance vaccine schedule



How It Works

Manage lists in three steps:

- 1. Click **Manage List**, to create one or access existing ones for reporting.
- 2. Click **Find Student**, to search & add clients to one or more lists.
- 3. Click **Check School Report**, to view reports you've run from the list.



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Enter a New List Name and Click Save. Your list isn't functional until you add students, or clients, to it.

	The list has been created successfully.							
Manage List								
* New List Name			-	Save				
Report List								
List Name	Last Updated Date	Student Count	Delete	Edit				
2017-2018 7th graders	07/07/2017	0	Delete	Edit				
2017 Kinder Registration	05/04/2017	1	Delete	Edit				
Master List	03/22/2017	9	Delete	Edit				

Find Student (1 of 2)

Click "Find Student" to look up a student, or client.

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aining Region 4.0.0	Student Search Criteria
unizations ew client imm report ools	* Required Field
anage list	Quick Search
d student report	Basic Search
nin Support	Smart Search V
anufacturer listing ade name listing accine group listing accine listing accine relationships age My Account lit my user account ange my password	

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Find Student (2 of 2)

Add the student to the list.

Immunizations

view client imm rep Schools, manage list find student check school report Admin Support manufacturer listing trade name listing vaccine group listin vaccine listing vaccine relationship Manage My Accou

nmunizations view client imm report	Student Information	ImmTrac2 ID 208110668	Official Ir	mmunization Reco	Cancel
chools	Student Name (First - MI - Last)		DOB	Gender T	racking Schedule
manage list find student	DEB ORANGE		01/01/2011	F ACIF	· · · ·
check school report dmin Support	Current Age: 6 years, 7 months,	14 days			
manufacturer listing trade name listing vaccine group listing	Reports				
vaccine listing	Add this Student to a Report List	Please Pick a Repo			
vaccine relationships lanage My Account edit my user account	Current Report Lists	Brushy Creek Elem	entary		
change my password	Immunization Record				
	Vaccine Group Date Admin S	Series Vaccine (1	Trade Name1	Dose	Reaction Disaster

List Reports (1 of 4)

Click Manage List again to access reports and student details.

	States			
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	El	X	EFERSE S	
	TE	XA	S	
Health				vices

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home	registrat	tion/renewal	manage acc	cess/account	forms	related links	logout	contact	us 🔽
org	ganization	FEATHER I	SD • user	Delia CoTrair	ier • role	Full Access	Provide	ers no/DE	
Manage Li	ist								
* New	/ List Name	•							Save
Report Lis	it								
	List	t Name		Last Updat	ed Date	Student Co	unt	Delete	Edit
Brushy Creek	k Elem. 20'	17-2018 Maste	er List	08/16/2	017		2	Delete	Edit

List Reports (2 of 4)

The list details screen displays.

Reports Available for: Brushy Creek Elementary

Report Name	Description
Student List	Displays the name and date of birth for each student on the list sorted alphabetically by last name.
Official Immunization History List	Displays the official immunization history for each student on the list sorted alphabetically by last name.
Immunizations Due	Displays the name, date of birth and all immunization information for immunizations due for each student on the list sorted alphabetically by last name.

Select Tracking Schedule

Tracking Schedule ACIP V

Client List for: Brushy Creek Elementary Delete Cancel							
Delete	Last Name	First Name	Middle Name	Birth Date			
	ORANGE	DEB		01/01/20	11		

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08/22/2017

List Reports (3 of 4)

Select the appropriate Texas school vaccine schedule.

Reports Available for: Brushy Creek Elementary Master List

TEXAS Health and Human Services

Texas Department of State Health Services

08/22/2017

Report Name	Description						
Student List	Displays the name and date of bin name.	ame and date of birth for each student on the list sorted alphabetically by last					
Official Immunization History List	name.	history for each student on the list so	orted alphabetically by last				
TX	P 7th 2016-2017 7th-8th 2017-2018	nd all immunization information for in ically by last name.	nmunizations due for each				
Select Tracking	8-12 2016-2017 9-12 2017-2018 Child Care Regs K-6 2016-2017						
Tracking Schedule	K-6 2017-2018						
Client List for: Brushy Creek Elementary Master List Delete Cancel							
Delete La	st Name First Name	e Middle Name	Birth Date				
	DEBBIE		02/07/2014				

List Reports (4 of 4)

Click the link to run a report.

Reports Available for: Brushy Creek Elementary

Report Name	Description
Student List	Displays the name and date of birth for each student on the list sorted alphabetically by last name.
Official Immunization History List	Displays the official immunization history for each student on the list sorted alphabetically by last name.
	Displays the name, date of birth and all immunization information for immunizations due for each student on the list sorted alphabetically by last name.

Select Tracking Schedule

Tracking Schedule ACIP V

Client List for: Brushy Creek Elementary Delete Cancel						
Delete	Last Name	First Name	Middle Name	Birth Date		
	ORANGE	DEB	01/01/2011		11	

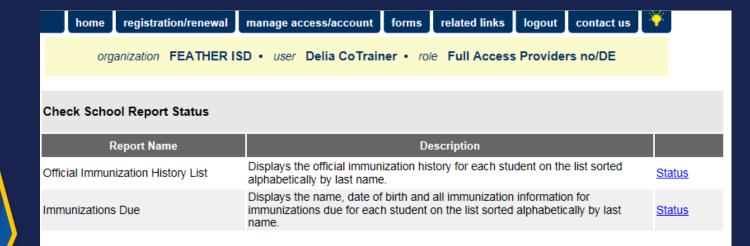
TEXAS Health and Human Services

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Check School Reports

Click Check School Reports to access the reports you've run.



TEXAS Health and Human Services

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ImmTrac2 Schools Training



Texas Department of State Health Services

System Demo

08/23/2017



Health and Human Services

Texas Department of State Health Services





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